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ABSTRACT

Plans for the implementation of programs and services at Cuyahoga Community College's Center for Urban-Metropolitan Development are presented for fiscal year (FY) 1980. After introductory material outlining the history of the Center's development since its inception in 1978, the report enumerates the data sources and quantitative and subjective measures of student outcomes to be used in evaluating the Center's programs and personnel performance during the following year. Next, a description is presented of the three-part organizational structure of the Center, by which it provides programs in neighborhood educational development, job skills and small business development, and special urban issues and projects. An outline of priorities for FY 1980 follows, including the implementation of the Urban Neighborhood Extension Agent concept, expansion of the involvement of full-time faculty in special projects, and the further development of support and procedures for the ongoing operation of the Center's programs. The report concludes with a series of charts illustrating the goals, objectives, and implementation schedules for each activity planned by the Center for FY 1980. (JP)

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IMPLEMENTATION

PLANS AND SCHEDULE

CENTER FOR URBAN-

METROPOLITAN DEVELOPMENT

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CENTER FOR URBAN-METROPOLITAN

DEVELOPMENT

METROPOLITAN CAMPUS

CUYAHOGA COMMUNITY COLLEGE

CUYAHOGA COMMUNITY COLLEGE

CLEVELAND, OHIO

JULY, 1979

JC 800 300

TABLE OF CONTENTS

		PAGE
I.	Introduction	1
II.	Annual Work Plan Statement	3
III.	Performance Outcome Measures	4
IV.	Center Orbanization and Program Highlights	6
V.	Center Goals, Objectives, and Action Steps	10

INTRODUCTION

INTRODUCTION

In the spring of 1978, the Chancellor of Cuyahoga Community College called for the development of a unit of the College especially designed to link the resources of the campuses to the special needs of the Cleveland urban-metropolitan area. The Cuyahoga Community College Board of Trustees approved the initial plan for the development and implementation of the Center for Urban-Metropolitan Development on October 26, 1978 at its regular monthly meeting.

The first phase of planning was completed with the Board approval of the Center's plans. The second phase in the planning process from November, 1978 to August, 1979 entailed the development of Implementation Plans for the Center. It also included the hiring of personnel and the initial program development in the three functional areas for the Center's activities viz.:

1. Neighborhood Educational Development (including the development of the National Demonstration Community Resource Center project).

2. Job Skills and Small Business Development (including the development of the National Demonstration Minority Women Business Owner's Orientation project).

3. Special Projects (including the National Demonstration Urban Community-Based Project; and the Multi-Cultural programs).

The Center made exceptional progress during its first six months. Among other accomplishments three of the ten proposals written have resulted in participation in National Demonstration Projects.

Confirmation of the direction for the Center was expressed in Chancellor Ellison's February 23, 1979 "College-wide Executive Guidelines for FY '80 Budget Preparation":

> "The CUMD will continue its development of selected programs which are designed to enhance education, research, and innovation in the College's effort to address the unique needs of the urban community of which we are a part."

This FY '80 Implementation Plan specifies program activity for the year. Highlights include:

* Continuation of programs in the Functional areas (viz. Neighborhood Educational Development, Job Skills and Small Business Development, and Speical Projects and Issues).

* Expansion of the Community Resource Center.

* Development of the Credit-for-Community Learning Approach.

* Expanded use of Full-time Faculty in Special Assignments.

* Use of Full-time Faculty in the Urban Extension Agent Role.

* The Multi-Cultural Center Program with support to human service delivery personnel and services on Cultural Backgrounds.

* The Third Site Program in collaboration with school systems.

* A collaborative Tutorial Program with cooperating school systems.

* College Expertise Skills Bank for Neighborhood Technical Assistance.

Some of the above outlined programs have been implemented on a Field-Test basis. Others are being developed. The innovations called for by the Board and the Chancellor are being developed. The successes to date and the next program efforts outlined for FY '80 represent a most exciting program year.

CENTER FOR URBAN-METROPOLITAN DEVELOPMENT

ANNUAL WORK PLAN STATEMENT

CUYAHOGA COMMUNITY COLLEGE - METROPOLITAN CAMPUS
CENTER FOR URBAN-METROPOLITAN DEVELOPMENT
ANNUAL WORK PLAN STATEMENT:
1979-1980

Based on the mandate of the Board of Trustees, the Chancellor's charge and the first year's efforts, the Center personnel in cooperation with the Dean, the Campus President, and the Campus Cabinet have drawn a focus on credit and non-credit program outcomes in the major functional areas for 1979-80.

Section I is the Statement of Performance Outcomes Measures.

Section II is the Statement on Center Organization and Program Highlights.

Section III is the Statement on Unit Goals, Objectives, and Action Steps. It is a description of the Center's specific work plan and includes unit program projections.

SECTION I

PERFORMANCE OUTCOME MEASURES

PERFORMANCE OUTCOMES MEASURES

A variety of outcome measures will be used to measure the effectiveness of the Center program offerings and personnel performance. Center personnel and District staff have suggested the following as possible outcome measures or data sources for future evaluation activities. Further refinement of the indicators needs to be undertaken during the program year in order to select those which should be adopted for on-going, College-wide evaluation.

QUANTITATIVE

- Number of programs implemented
- Number of students in non-credit courses
- Number of students in credit courses generated by the Center
- Number of credit courses upon which we had a curridulum impact
- Percentage of adults in service area participating in public service activities
- Number of program income dollars
- Number of program cost dollars
- Gross income of non-credit activities
- Net income of non-credit activities
- Hours of non-credit student attendance
- Number of Technical Assistance Projects
- Number of hours of Technical Assistance implemented
- Number of IFTE used during the year
- Number of FTE generated through Center programs
- Number of programs and efforts recommended to the Lifelong Learning Institute
- Number of GED preparation/test students
- Number of proposals written
- Number of proposal dollars generated
- Cost of generating all proposals
- Number of faculty used from outside the College

SUBJECTIVE OUTCOMES BY DATA SOURCE

Participants

- Evaluation of quality through questionnaires
- Tests of content learning
- Follow-up studies on behavior change, program impact for course/program completers and non-completers
- Number of new participants referred by former or present participants

Employers and/or Social Service Agencies

a. Impact on participating employees:

- Change in job performance

- Competencies acquired
- Change in career mobility
- Feedback from students to employers

b. Employer/agency satisfaction:

- Released time for participating employees
- Tuition reimbursement
- In-kind contributions such as classroom space
- Continuing support over time

Institutional Records

- Congruence or course/program objectives with institutional mission
- Diversity of participants by:
  - age
  - sex
  - ethnicity/race
  - socio-economic level
  - geographic area of residence

Accessibility

- Level of tuition
- Financial assistance available
- Convenient times
- Convenient locations
- Coordination with other agencies (referrals, joint sponsorships, etc.)
- Outreach adequacy (marketing, publicity, direct mail efforts, public relations, public image)

Cost Effectiveness

- Use of volunteers
- Use of faculty (when not assigned as full-time load)
- Use of community resources, including teaching sites
- Comparison of gross and net income for non-credit offerings
- Articulation with other instructional agencies

Process Indicators

- Use of advisory councils
- Other client/community involvement

SECTION II

CENTER ORGANIZATION AND PROGRAM HIGHLIGHTS

CENTER ORGANIZATION

There are three units in the Center for Urban-Metropolitan Development. They are:

- Neighborhood Educational Development
- Job Skills and Small Business Development
- Special Issues and Projects

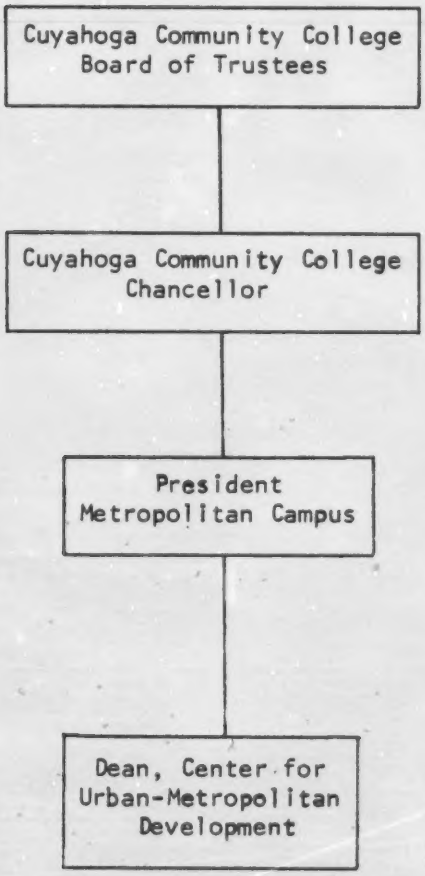
Each unit has a Director who reports to the Dean of the Center for Urban-Metropolitan Development. The Dean reports to the Metropolitan Campus President. Four Full-time and several Part-time Support Personnel staff the Center. In addition, Part-time coordinators are hired on a need basis.

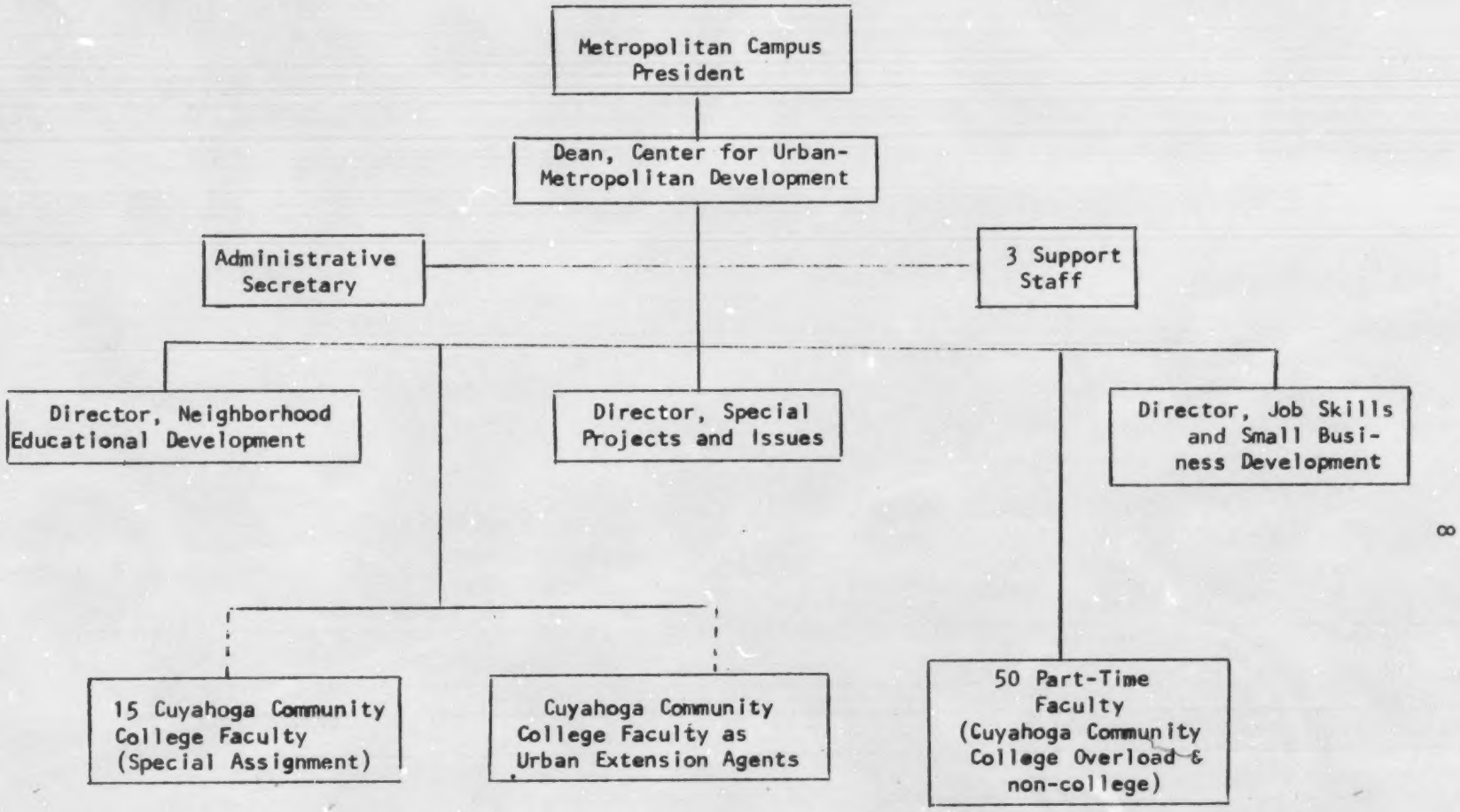
Nine Full-time Cuyahoga Community College Faculty were assigned to special projects during the FY '79 year. The use of Full-time CCC Faculty will be expanded during FY '80.

Part-time Faculty are hired to instruct specific programs designed by the professional staff. They are drawn from CCC Faculty (overload) and outside the college ranks.

Organizational charts appear on the following pages.

CENTER
for
URBAN-METROPOLITAN DEVELOPMENT
(organizational chart)




Metropolitan Campus President
Dean, Center for Urban-Metropolitan Development
Administrative Secretary
3 Support Staff
Director, Neighborhood Educational Development
Director, Special Projects and Issues
Director, Job Skills and Small Business Development
15 Cuyahoga Community College Faculty (Special Assignment)
Cuyahoga Community College Faculty as Urban Extension Agents
50 Part-Time Faculty (Cuyahoga Community College Overload & non-college)

PROGRAM HIGHLIGHTS

This Implementation Plan represents an effort to establish priorities and provide for the effective use of resources. It will enable the Center for Urban-Metropolitan Development staff to:

- coordinate and consolidate activities of individual staff members;
- associate required resources with specific activities;
- adjust work loads on the basis of priorities;
- evaluate productivity.

The Plan is intended to serve as a tool for accomplishing the Center's mission. It is a living document in that it will be consulted throughout the year and it will be adjusted as circumstances warrant so that it serves consistently as a realistic guide.

Highlights of the Plan for 1979-80:

- a field test approach to program development, implementation, and evaluation;
- implementation of the Urban Neighborhood Extension Agent concept;
- expansion of the use of special assignments of full-time faculty members;
- program delivery, evaluation, and ongoing planning in the three established functional areas: Neighborhood Educational Development; Job Skills & Small Business Development; and Special Issues;
- development of supports, procedures, and processes for ongoing operation of the Center's programs.

Present projections for the year indicate the following outcomes:

	#Programs	#People Served	#Tech.Asst. Efforts
Neighbor. Educ. Devel.	43	860	4
Job Skills/Sm. Business	71	1392	2
Special Issues	20	535	6
Total	134	2787	12

This year's Plan provides a sound basis for building a program that will provide important educational services to the community and that will have increasing impact in succeeding years.

SECTION III

CENTER GOALS, OBJECTIVES, AND ACTION STEPS

(BY UNIT)

Center Goals, Objectives, and Action Steps

The specific set of plans are developed for each unit. The statements of the plans are:

- specific
- measureable
- timebound
- realisitic and challenging.

The planning documents were developed with the understanding that they would be

- used for reporting purposes on a continuing basis,
- subject to modifications; and
- used in negotiation with the Dean as circumstance and developments warrant.

Each unit includes statements at several levels of specificity. They are indicated as described below

- Roman numeral (e.g., I) = Macro-Goal Statement
- Roman numeral and Upper case letter (e.g., I.A.) = Goal Statement
- Roman numeral, Upper case and Arabic numeral (e.g., I.A.1.) = Statement of Objective
- Lower case letter (e.g., (a)) = Major Work Step

Timelines are typically developed at the specific workstep level. The "Additional Resources" column of the form is used for the total goal statement. The "Key" provides a code which will be used for reporting purposes on a quarterly (see the "Phase" column) basis.

Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area DEAN'S OFFICE

Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I. TO PROVIDE THE INSTRUCTIONAL AND CURRICULUM DEVELOPMENT (ACADEMIC) SUPPORTS NEEDED FOR THE MAINTENANCE AND DEVELOPMENT OF PROGRAMS IN THE MAJOR FUNCTIONAL AREAS OF JOB SKILL AND SMALL BUSINESS DEVELOPMENT, NEIGHBORHOOD EDUCATIONAL DEVELOPMENT (INCLUDING THE COMMUNITY RESOURCE CENTER), AND SPECIAL PROJECTS (ISSUES IDENTIFICATION AND POLICY DISSEMINATION).																	
I.A. To develop and recommend an "urban challenge based" curriculum (including credit and non-credit programs) focussed on problem solving in the urban-metropolitan community as related to Job Skill and Small Business Development, Neighborhood Educational Development (including the Community Resource Center), and Special Projects while complementing and supporting the existing college curriculum.													•1 hour President's Cabinet •2 hours of Institutional Research				
I.A.1. To develop and recommend an urban-based focus to new credit and non-credit curricula to complement the existing curricula as perceived by the Cuyahoga Community College faculty by October 1, 1979 for each of the functional areas of the Center.													•1 hour District Curriculum committee				
(a) Develop a questionnaire by August 10th.	⊢⊣												•2 hrs. of 3 selected AUL's & Dean's Council				
(b) Arrange for use during college orientation day(s).	⊢⊣																
(c) Administer the questionnaire to the total faculty by September 30, 1979.		⊢⊣											•1 hour CCC faculty				
(d) Compile and analyze the returns by October 10, 1979 (use of support staff).			⊢⊣														
(e) Distribute the information to the appropriate functional areas for program development by Oct. 30, 1979 (use of support staff)				⊢⊣													
(f) Distribute report to the total faculty of the college by November 10, 1979.					⊢⊣												
I.A.2. To develop and implement an urban-metropolitan based credit and non-credit curricula according to each of the specific target populations of the Center by December 29, 1979.																	
(a) Have each functional office of the Center report the likely total set of agencies and associations with which they will cooperate in program development for the year by providing:																	

KEY: ⊢⊣ duration of activity, * on time, + ahead of schedule, - behind schedule, C - Complete

Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area DEAN'S OFFICE

Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Agency Name	Name (Contact Person)	Address	Tele. #	Program Title	Activity Implementation Schedule J A S O N D J F M A M J	Additional Resources	Phase Q1 Q2 Q3 Q4
by August 15, 1979.								
(b) Have each Functional office report the total set of projected programs for their area (based on assumed educational needs)with the title, date, income, and cost formula by August 15, 1979.							• 2 hr Dean's Council	
(c) Have each functional area recommend an ad hoc planning council of college and community-at-large participants by November 1,'79							• 2 hr Program Administrators	
(d) Convene each ad hoc planning council (through the program administrator) for program recommendations by January 15, 1980.								
(e) Identify the existing College needs analysis efforts in the various College offices for components useful to CUMD by Dec. 30, 1979.							• 2 hr of Committee • 2 additional hr. of Program Administra.	
(f) Recommend an expanded needs analysis effort in present College offices (e.g. Institutional Research, College Curriculum Advisory Committees) to assist in Center program development by February 15, 1980.							• 2 hr District Curriculum Committee • 2 hr Dean's Council • 1 hr Pres. Cabinet	
(g) Visit three higher educational programs in which special programs to serve multicultural urban populations are being implemented (including San Francisco) by June 30, 1980 and make appropriate recommendations (have President accompany).							• 4 days, President • 2 hr Dean's Council	
(h) Recommend a comprehensive approach to an annual needs analysis program to support a comprehensive Center program by June 1, 1980 (use of outside help).							• 1 hour, President • 1 hour, Cabinet • 10 hr, Tech. Asst.	
I.A.3. To recommend five new or modified credit courses having appeal to new students, in particular, based on the use of curricula in the Center (including the packaging of existing credit courses with new non-credit sequences) to meet job skill development needs in particular by April 30, 1980.								
(a) Collect curriculum information on a quarterly basis from the Center offices (including a projection of the Spring Term, 1980), by April 15th for:							• 6 hrs Career Planning counselor	

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area DEAN'S OFFICE

Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
Center Course Title | Objectives | Summary Evaluation | Potential for Credit (Dept)													• 16 hr Faculty time				
													•2 hrs Dean's council				
(b) Collect information for each program implemented through the functional offices on the status of students including whether they have ever been involved with the College (on a quarterly basis) and the students' interest in another program.					⊢	⊣		⊢	⊣	⊢	⊣						
(c) develop an "interest" survey program approach through the recruitment office to be administered to all CUMD students (Oct. 30th).				⊢	⊣								• 6 hrs Recruitment Office				
(d) Complete a report and submit to Campus President.			⊢	⊣		⊢	⊣			⊢	⊣		• 10 hrs assistance				
I.B. To establish and implement a systematic approach for the identification, training, placement and evaluation of faculty and technical resource people from the College and the community-at-large who can support the effective implementation of programs in the three functional areas in order to help the College become more community oriented through the role of Full-time faculty in community programs.																	
I.B.1 To identify a pool of ten Cuyahoga Community College faculty prepared for special assignments in the Center for Urban-Metropolitan Development by September 15, 1979 and an additional pool of ten faculty by March 1, 1980.																	
(a) Review the Full-time CCC Special Assignment Faculty efforts for effectiveness by Faculty members and for consonance with purpose and priorities of the Center and the Campus by August 15, 1979 (reports by Program Officers will be needed).	⊢	⊣											• 2 hrs Program Administrator • 2 hrs Asst. Deans (academic areas)				
(b) Review specific IFTE needs in the program areas for the year by August 15th (program administrators will need to prepare written lists indicating program and number of faculty hours needed for the year.)	⊢	⊣											• 4 hrs Program Administrator				
(c) Specific faculty assignments will be prepared in objectives form by September 1st for the Fall, November 1st and January 10, 1980 for the Winter and Spring Terms respectively by the program administrators.		⊢	⊣		⊢	⊣							• 8 hrs. Program Administrator				

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13

Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area DEAN'S OFFICE

Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(d) Prepare a specific set of objectives statements for each separate faculty member needed for Summer, 1980 and FY '81 by April 30, 1980.										⊢			• 10 hrs Program Adm. • 2 hrs Asst. Deans				
I.B.2. To expand upon the limited Faculty orientation to the Center for Urban-Metropolitan Development assignments by the development of a Professional Development Training program for faculty by May 15, 1980.																	
(a) Analyze the Faculty experiences of each term with a written summary of Faculty recommendations (assistant) by April 1, 1980.				⊢		⊢			⊢				• 4 hours assistance				
(b) Identify national experts on Faculty in the community by Feb. 1, 1980.							⊢						• 1 hr CUMD faculty				
(c) Elicit several suggestions for training by March 1, 1980.								⊢					• 4 hrs grad. student or assistant				
(d) Develop an updated reading list and materials for faculty to work with the Center by March 1, 1980.							⊢	⊢					• 2 hrs grad. student				
(e) Develop a plan for a National Workshop (Conference) on the Role of Faculty in the Community by May 1, 1980.									⊢	⊢			• 2 hrs Director Special Projects				
(f) Combine the results of the steps above in a written document for the Professional Development of faculty in the community based role by May 15, 1980 and submit to the President.									⊢	⊢			• 10 hrs assistance				
(g) Identify availability of IIPD support for the Professional Development program.					⊢								• 2 hrs IIPD Office				
I.B.3. To implement an initial Center for Urban-Metropolitan Development Faculty orientation with ten faculty by September 30, 1979 and to analyze and modify the orientation program for increased effectiveness with faculty participation by February 28, 1980.																	
(a) Prepare summary of Faculty comments and recommendations based on Winter and Spring experiences by August 15th.	⊢	⊢											• 2 hrs Director Special Projects				
(b) Convene the group of CCC Faculty participating for the Fall Term by September 25, 1979 for an orientation to the Center and include identification of reciprocal expectations, resources available and introduction to the Center staff.			⊢	⊢									• 1 hr Dean Instruc. • 1 hr Faculty • 2 hr Director Special Projects				
(c) Review faculty observations and needs for improved orientation based on the fall effort by December 10, 1979.						⊢							• 1 hr CUMD faculty				

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(d) Design a modified program by February 28, 1980.							⊢⊣						• 1 hr Dean's council				
I.B.4. To develop and recommend a faculty objectives identification and evaluation procedure based on the use of faculty in Special Assignments in the Center at the part-time rate by February 1, 1980 (meanwhile use the interim procedure).																	
(a) Develop a process by November 1, 1979 whereby the CUMD faculty projects the potential benefit to the academic units in terms of: 1. modification to the unit credit curriculum (including a report to the Unit Head). 2. New target populations likely to be attracted to the College program as a result of the Special Assignment. 3. Improved service to the students/community.	⊢⊣				⊢⊣								• 2 hrs from ten faculty				
(b) Recommend a procedure to the Vice Chancellor for approval as appropriate by February 1, 1980.													• 1 hr Dean Instruc,; President • 1 hr Vice Chancel.				
I.B.5. To implement a Field Test of two urban extension agents serving in two different neighborhoods by April, 1980.	⊢⊣						⊢⊣										
(a) Provide a working definition of the urban extension agent by September 10. 1979 to the President and Vice Chancellor.		⊢⊣											• 1 hr President & Vice Chancellor				
(b) Get College support for the use of two faculty slots for urban extension roles by September 15, 1979.	⊢	—	⊣										• 1 hr Dean, Presid. & Vice Chancellor				
(c) Seek outside funding for a minimum three-year project to further support the development of the urban extension agent through a preliminary proposal by September 1, 1979.	⊢	⊣											• 2 hrs Director Special Projects • 8 hr. Director Special Projects				
(d) Develop an expanded concept paper for the theoretical base of the urban extension agent by January 10, 1980.				⊢	⊣												
(e) Identify one potential faculty member by July 30, 1979 and a second by March 30, 1980 for potential employment as extension agents in the Central West and Near West Side Neighborhoods respectively.	⊢								⊢				• 4 hrs Faculty and AUL's				
(f) Develop a preliminary training program for the urban extension agents by June 15, 1980 for further development and implementation and submit recommendations to the President.		⊢				⊣			⊢				• 2 hrs President's Cabinet • 10 hrs Faculty time 10 hrs consultant				

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I.B.6. To implement the Credit for Community Learning approach in four field test site efforts by June 1, 1980.					⊢	⊣							• 15 hrs Director Special Projects • 4 hrs faculty • 10 hrs agency				
(a) Identify ten potential Associations, Institutions (agencies) offering instructional programs which may be potentially offered for Cuyahoga Community College credit by December 10, 1979																	
(b) Identify four potential faculty with expertise in identifying instructional objectives (and strategies) and learning objectives by November 15th.				⊢	⊣								• 1 hr Asst. Deans & selected AUL's				
(c) Get the observations and support of the Chancellor's Cabinet for the concept based on the concept paper and information on the present implementation of the program by December 1, 1979.				⊢													
(d) Develop a preliminary procedure for linking the Agency instructional program to the appropriate College course or module of a course by February 1, 1980.						⊢	⊣						• 4 hrs faculty time Office of Curricul. and Instruction				
(e) Implement the program by the Spring Term, 1980.								⊢	⊣				• 4 hrs Director Special Projects				
(f) Prepare a written report to be delivered to the Board through the President and Chancellor by June, 1980.											⊢	⊣	• 4 hrs Assistance; • 2 hrs President, V. Chancellor, Dean				
I.B.7. To identify a pool of 20 CCC Faculty for use in Technical Assistance programs and to implement 10 different Technical Assistance efforts through the functional offices.																	
(a) Report on effort of 1979 and submit FY '80 Field Test Plan to President and Board by October 15, 1979.			⊢	⊣									• 4 hrs Tech. Assist.				
(b) Develop the Faculty Questionnaire by December 1st.					⊢	⊣							• 10 hrs consulting				
(c) Administer to faculty by January 15, 1980.							⊢	⊣					• 1 hr faculty time				
(d) Prepare and distribute Interim Flier/Brochure by January 30th.							⊢	⊣					• 4 hrs assistance				
(e) Select 10 Technical Assistance efforts by March 15th through the Functional Offices.						⊢	⊣	⊢	⊣				• 2 hrs Program Administrator				
(f) Report to Board on effort by May 10th.										⊢	⊣		• 20 hrs assistance • 1 hr President's Cabinet				

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Center for Urban Metropolitan Development
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Budget Year 1980

Functional Area DEAN'S OFFICE

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
II. TO PROVIDE INTERNAL (COLLEGE) AND EXTERNAL ADMINISTRATIVE SUPPORT SYSTEMS NEEDED FOR THE MAINTENANCE AND DEVELOPMENT OF PROGRAMS IN THE MAJOR FUNCTIONAL AREAS OF JOB SKILL AND SMALL BUSINESS DEVELOPMENT, NEIGHBORHOOD EDUCATIONAL DEVELOPMENT (INCLUDING THE COMMUNITY RESOURCE CENTER) AND THE SPECIAL PROJECTS OFFICE IN ORDER TO HAVE THE GREATEST IMPACT ON FTE GENERATION, GRANT-GETTING, AND POSITIVE PUBLIC AND COLLEGE RELATIONS IN SPECIFIED COMMUNITIES AND WITH SPECIFIC TARGET GROUPS																
II.A. To provide for internal institutional (college) support through the development, implementation, and recommendation of systems, policies, and procedures at the Division, Campus and College-wide levels for the effective maintenance and development of programs in the functional areas of the Center.																	
II.A.1. To develop a Quarterly System for reporting by Sept. 1, 1979.																	
(a) Provide program and personnel review materials to Program Administrators.		|—|										• 1 hr Dean's council				
(b) Implement a monthly Report System beginning in September.		|—|	|—|									• 1 hr Program Administrator (mon.)				
(c) Implement weekly report to Cabinet based on implementation (action) plan beginning in August (monthly detail report).		|—|	|—|									• 1 hr President				
II.A.2. To develop the information (public relations) support needed for program strengthening.																	
(a) Calendar of Weekly, Quarterly and Annual activities starting in September.		|—	——	—|									• 10 hrs assistance 2 hrs Prog. Admin.				
(b) Hire by November 1st a staff assistant to the Dean.				|—	—|								• 2 hr Campus Pres.				
(c) Develop a support plan with the Office of College Relations by October 1st.			|—	—|									• 3 hrs Office of College Relations				
														• Office of Campus Public Relations 3 hours.				
II.A.3. To develop and implement the data base (and reporting) system to support continued growth and development in the functional areas where warranted by October 1, 1979.																	
(a) Identify productivity measures and reporting system with staff by August 30, 1979.		|—	—|										• 1 hr Dean's council				

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area DEAN'S OFFICE

Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(b) Insure consonance with Campus/College-wide data systems by September.		⊢	⊣										•4 hrs Office of Administrative Serv				
(c) Articulate with Instructional Units (AULs) the number of new students in programs through the Center on a Quarterly basis.			⊢	⊣									•2 hrs Recruitment •2 hrs Admissions				
(d) Initiate the development of an action plan for the recruitment office to meet with non-credit Center students.			⊢	⊣									•2 hrs Recruitment				
II.A.4. To work with the Program Heads to establish and insure articulation across areas and relationship with appropriate College and field personnel.																	
(a) Establish annual program calendars and brochures in each area by October 1st.			⊢	⊣									•2 hrs Prog. Admin. •10 hrs Staff Asst.				
(b) Est. & hold monthly (updates) & quarterly (detailed written reports) meetings with each functional director beginning Sept.			⊢	⊣									•5 hrs per month with each Director				
(c) Weekly staff meeting.													•2 hr/week Dean's council				
II.A.5. To establish the Center Planning Council System including college personnel and community-at-large participants by Nov. 1, 1979.																	
(a) Set calendar for November, 1979; May, 1980 by September 30th.			⊢	⊣													
(b) Identify community-wide participants by October 15, 1979.			⊢	⊣									•1 hr program Administrator				
(c) Generate participants from functional planning councils (October 1st).			⊢	⊣													
II.A.6. To work with program heads in the development of action plans where additional resources are required to carry out a specific functional activity (for FY '80).																	
(a) Identify any special resource requirements above and beyond present allocations with each program head by September 1, 1979.		⊢	⊣										•2 hrs Dean's council				
(b) Negotiate modified plans by September 1st with numbers of people and programs and dollars identified.		⊢	⊣										•4 hrs Program Administrator				
(c) Prepare the proposal-writing (grant-getting) schedule for FY '80 (with topical areas and potential funding sources) and communicate to the Chancellor's Cabinet through the President in order to insure grant-getting support by October 1, 1979.		⊢	⊣										•1 hr President •2 hrs Dean's counc. •1 hour Cabinet				

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Prepared by Brian Donnelly, Dean

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(d) Receive preliminary action plans for Center Systems development as follows: 1. Extension Agent (9/1/79), Director, Neighborhood Educational Development 2. Credit for Community Learning (9/1/79), Director, Special Projects 3. CCC Faculty Special Assignments (9/1/79) from staff.	⊢	⊢											• 2 hrs Program Administrator				
II.A.7. To provide a program of professional development through selected travel, instructional programs, consultant efforts, the HEMI modules, during the year for staff.																	
(a) Develop individual Professional Development Plans by November 30, 1979.					⊢								• 3 hours Program Administrator				
(b) Have the Program Administrators develop consulting visit schedules in their areas of responsibility by August 15, 1979.	⊢	⊢	⊢										• 2 hrs IIPD				
(c) Identify resources outside of the Center budget to support the special professional development efforts for the Center (IIPD)		⊢	⊢														
(d) Implement programs above (some existing consultants).				⊢									• Use of 20 consulting days				
(e) Develop the Community Education/Youth Employment Consulting Plan including program implementation.		⊢											• 5 consulting days • 10 hrs professional assistance • 4 hrs of chancellor assistant				
II.B. To provide the external (to the college) support through the development, implementation, and recommendation of public relations system, advisory and planning councils, proposal and grant funding approaches and community-wide relations with institutions and persons supportive of improved community impact through the functional areas of the Center.																	

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area SPECIAL ISSUES

Prepared by Rae Rohfeld

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I. TO MAINTAIN AND BUILD PROGRAMS ON URBAN ISSUES IN WHICH ACTIVITY HAS BEEN UNDERWAY IN THE CENTER FOR URBAN-METROPOLITAN DEVELOPMENT.																	
I.A. To provide a comprehensive set of educational programs on the issue of housing to meet the particular needs of owners and managers, tenants, and community leaders.																	
I.A.1. To identify and prepare a housing specialist to coordinate and expand housing programs by October 1, 1979.													• Committee time				
(a) Interview candidates recommended through the Housing Management Advisory Committee.		⊢	⊢										• 2 hours Dean				
(b) Contract with selected individual on part-time payroll.			⊢														
(c) Brief specialist on activity to date and develop work plan for FY '80.				⊢													
I.A.2. To offer three housing management programs reaching 60 persons during 1979-80 on managing special types of housing: inner city buildings, senior citizen housing, and high rise buildings.																	
(a) Meet with instructors to define audience, objectives, schedule, by July 25, 1979.	⊢																
(b) Schedule space.	⊢												• 3 hours Staff Assistant				
(c) Prepare single brochure for the group of 3 courses for printing by August 5, 1979.		⊢															
(d) Have 3 sets of housing labels prepared by August 5, 1979.	⊢	⊢											• 6 hours Student Assistant				
(e) Mail brochure by August 18, 1979.		⊢															
(f) Prepare and mail instructor's proffers after second meeting of courses.			⊢		⊢				⊢								
I.A.3. To complete the definition of components of the Property Manager Award Program and publish the description by August 15, 1979.													• Assistant Dean				
(a) Send copy to reprographics for typesetting and printing.													• 1 hour Staff Assistant				
(b) Mail with 1979-80 course brochure (I.A.1.).																	
(c) Recommend to Campus President & District Offices thru the Dean.													• District Personnel				
I.A.4. To implement a Legal Issues Workshop with the Cuyahoga Plan and Cuyahoga County In Western Cuyahoga County for 25 owners and managers																	

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Functional Area SPECIAL ISSUES

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
by September 30, 1979.																	
(a) Meet with planning group from cooperating organizations to set date, determine speakers by August 15, 1979.		⊢															
(b) Obtain speakers by August 23, 1979.		⊢															
(c) Write brochure and send to reprographics by August 23, 1979.		⊢											• 2 hrs Staff Assist.				
(d) Mail brochure by September 5, 1979.			⊢										• 6 hrs Student Assistant				
I.A.5. To identify and announce a housing management concentration in the College Real Estate Program by April 1, 1980.																	
(a) Meet with appropriate instructional personnel to identify required courses and plan for new course development by Oct. 15th.			⊢	⊢									• 16 hrs Housing Spec • 2 hrs Dean				
(b) Meet with Housing Advisory Committee and Career Planning and Placement personnel to develop better information and liason to jobs by October 30, 1979.				⊢									• 2 hrs Career Planning & Placement Director & selected staff				
(c) Supervise preparation of reports for campus community and P.R. brochure by January 15, 1980.						⊢	⊢						• 2 hrs Staff Assist.				
(d) Meet with faculty whose courses will be used in the management concentration by February 28, 1980.							⊢	⊢					• 2 hours relevant faculty				
(e) Recommend to Campus President & District Offices thru the Dean.																	
I.A.6. To implement a course on Legal Issues in Apartment Management for college credit or CEU's by March 20, 1980.																	
(a) Meet with College faculty member in Real Estate Law to determine existing related courses by July 25, 1979.	⊢												• 6 hrs Housing Specialist				
(b) Identify individual to develop course and meet with same by September 15, 1979.			⊢										• 2 EQU's Faculty Assignment				
(c) Arrange for credit by February 15, 1980.							⊢	⊢					• 3 hrs Staff Assist.				
(d) Prepare and mail brochure by March 1, 1980.								⊢					• 6 hrs Student Asst.				
I.A.7. To develop a course on Social Aspects of Housing Management by June 30, 1980.																	
(a) Identify faculty member to develop course by January 20, 1980.							⊢						• 1 hour Dean				
(b) Meet with course developer to agree on goals and general content of course by March 25, 1980.									⊢				• 8 hrs Housing Spec. • 3 EQU's Faculty Assignment				
(c) Arrange for college credit of CEU's for Fall '80 by June 30, 1980.												⊢	• 2 hrs Staff Assist.				

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21

Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area SPECIAL ISSUES

Prepared by Rae Rohfeld

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I.A.8. To assess needs for tenant education and prepare a report by December 15, 1979.																	
(a) Identify a tenant group and assess their educational needs related to their housing conditions by October 20, 1979. (With CRC)				⊢									•2 hrs Extension Agent				
(b) Meet with group for needs assessment discussion by November 15th.				⊢	⊢								•18 hrs Housing Specialist				
(c) Supervise writing and editing of report.					⊢	⊢											
I.A.9. To implement at least one tenant education program in conjunction with the Community Resource Center reaching 20 tenants by June 30, 1980.																	
(a) Determine learning objectives by January 15, 1980.						⊢	⊢						•30 hrs Housing Specialist				
(b) Identify instructor by February 15, 1980.							⊢	⊢									
(c) Supervise planning of program and evaluation by March 15, 1980.								⊢	⊢				•2 hrs Extension Agent				
(d) Direct recruitment of participants by April 30, 1980									⊢	⊢							
(e) Review written evaluation by June 30, 1980.												⊢					
I.A.10. To hold an assembly with community groups interested in housing as a community and policy issue for the purpose of analyzing the issues and assessing interests and educational needs of the community.																	
(a) Have relevant groups identified by January 15 1980						⊢	⊢						•25 hrs Housing Specialist (a-c)				
(b) Develop a planning group by February 1, 1980.							⊢						•10 hrs Staff Assist.				
(c) Review objectives, process and required resources for assembly by March 1, 1980.								⊢					•8 hrs Student Asst.				
(d) Schedule time and space by May 1, 1980.										⊢							
(e) Publicize program by May 15, 1980.											⊢						
I.A.11. To issue a report summarizing the housing assembly and distribute it to participants and other interested parties.																	
(a) Have assembly recorded												⊢	• Metro A-V				
(b) Have summary written by June 30, 1980.												⊢	•10 hrs Housing Specialist				
(c) Have summary printed and distributed by July 31, 1980.																	
I.A.12. To obtain resources for development, expansion, and implementation of the housing programs.																	
(a) Meet with Grants Management Coordinator to identify federal funds by October 15, 1979.				⊢									•2 hrs Housing Specialist				

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22

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Planning and Implementation Form
Budget Year 1980

Functional Area SPECIAL ISSUES

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(b) Have foundations identified through research in Foundation Center Library by November 15, 1979.				⊢	⊢								•8 hrs Housing Spec.				
(c) Make personal contacts with appropriate persons.					⊢	⊢	⊢						•2 hours, Dean				
(d) Have proposals written as needed.				⊢				⊢					•50 hours Housing Specialist				
I.B. To implement multicultural programs emphasizing the strengthening of educational programs in community cultural groups and the utilization of community resources in designing programs to enhance multicultural sensitivity.																	
I.B.1. To provide technical assistance for improved educational programs to six community cultural groups on a fee for expense basis.																	
(a) Obtain A-V Department resource needs to meet request of Italian American Cultural Foundation.	⊢												•3 EQU's Faculty Assignment each quarter.				
(b) Use A-V response to continue discussions with IACF and complete slide show.	⊢																
(c) Determine technical assistance to be given Lebanese group by October 10, 1979.			⊢	⊢									•10 hours specialized services of College (to be identified)				
(d) Obtain assistance for Lebanese group by January 30, 1980.						⊢	⊢										
(e) Identify four other cultural groups interested in receiving technical assistance during FY '80 by December 15, 1979.				⊢	⊢	⊢											
(f) Develop schedule for delivering the above technical assistance, including identification of resources to be used, by Feb. 1, 1980.						⊢	⊢										
(g) Supervise schedule completion by June 30, 1980								⊢	⊢	⊢	⊢	⊢					
I.B.2. To implement three multicultural sensitivity workshops to reach at least 75 human services providers charging fees to cover instruction.																	
(a) Identify first target group by recontacting the most interested participants in June '79 planning meeting by September 15, 1979.			⊢														
(b) With constituent representatives, develop workshop process and content by November 15, 1979.				⊢	⊢								•3 EQU's Faculty Assignment each quarter.				
(c) Direct workshop by December 15, 1979.					⊢	⊢											
(d) Identify two additional target groups through recontact of individuals identified for June '79 meeting by February 15, 1980.							⊢	⊢									

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Budget Year 1980

Functional Area SPECIAL ISSUES

Prepared by Bea Rohfeld

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(e) Direct second workshop by March 15, 1980.									⊣								
(f) Direct third workshop by April 15, 1980.										⊣							
(g) Prepare written evaluation and recommendations for 1980-81 programming by May 15, 1980.											⊣						
I.B.3 To develop as an audio-visual resource for use in multicultural training a series of five video tapes and a composite tape on growing up in an urban community by December 20, 1979.													• 2 EQU's Faculty Assignment - Fall Quarter • 30 hrs Metro A-V				
(a) Have Multicultural Forum tapes edited for production of a series of cohesive tapes by November 20, 1979.			⊣		⊣												
(b) Have a single tape providing a composite of the series created by December 20, 1979.					⊣	⊣											
I.B.4. To seek outside funding sources to support the expansion of the multicultural program by April 30, 1980.																	
(a) Meet with grants management personnel to identify federal funds.				⊣									• 4 EQU's Faculty Assignment - Fall & Winter Quarter • 8 hours, Dean				
(b) Have foundations identified through research at Foundation Center Library.				⊣	⊣												
(c) Make personal contacts regarding funding.					⊣	⊣	⊣										
(d) Have a minimum of one proposal prepared by April 21st.					⊣	⊣	⊣	⊣	⊣								
I.B.5. To implement a third site credit program on Cleveland: A Multi-Cultural Community for 40 Lakewood and East Cleveland High School Students by September, 1979.																	
(a) Confirm funding for Third Site Multicultural Proposal from Jennings Foundation or Financial Aid Office.	⊣	⊣											• 1 EQU Faculty Assignment per Quarter				
(b) Work with planning team to recruit students.		⊣	⊣														
(c) Supervise program on campus.			⊣		⊣	⊣	⊣	⊣	⊣	⊣	⊣	⊣	• $4,000 to support instructional costs				
(d) Have written evaluation and recommendations for next steps completed by June 30, 1980.											⊣	⊣					
I.B.6. To conduct a conference with Cuyahoga County School Superintendents to report on the Third Site Program and consider expansion of the program to other school districts.													• Recruitment Counselors (2 hrs)				

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(a) Set up conference with Asso. representatives by Oct. 30th.				|—									• 1 hour, Dean				
(b) With Third Site Personnel, School Superintendents, Representatives, and Dean, plan and schedule conference by April 1st.								——	——				• 4 hrs Third Site Faculty				
(c) Prepare and mail brochure by May 1, 1980.										——			• 2 hours, Dean				
(d) Hold conference by May 30, 1980.											——		• 20 hrs Staff Asst.				
(e) Prepare and distribute conference report by June 30, 1980.												——	• 3 hours, Dean				
													• 4 hrs. Student Asst.				
I.B.7. To have a course on working in a multicultural environment designed as part of the human service curricula submitted to the College Curriculum Committee by June, 1980.													• Conference Speakers				
(a) Identify a faculty group and team leader willing to develop the course.				|—									• 1 hour, Dean				
(b) Obtain faculty assignments by March 1, 1980.								——					• 3 EQU's Faculty Assignment-Spr.Qtr.				
(c) Meet with team to establish work plan by March 20, 1980.									——				• 10 hrs Indirect time of 2 faculty members				
(d) Have curriculum introduced into curriculum review process by June 1, 1980.										——	——		• 2 hours, Dean				
													• 1 hour, Dean				
I.C. To provide for the regular continuation of Job Skills-Small Business Development Programs initiated in the Special Projects area.																	
I.C.1. To evaluate the Women Business Owners' Program and offer the program, with the necessary adjustments, as an ongoing College program under the Director of Job Skills and Small Business Development of the Center for Urban-Metropolitan Development.																	
(a) Obtain documentation related to Spring '79 course from instructor by July 25, 1979.	——												• 2 hrs Campus P.R. Staff				
(b) Determine continuation plans for pilot group by July 25, 1979.	——												• 2 hrs Staff Asst.				
(c) Complete negotiations with instructor for fall course by Aug15	——												• Personnel to workshop, etc.				
(d) Provide information for publicity, etc. to P.R. Office and to Director of Job Skills and Small Business Development, Aug.15th		——															
(e) Continue relationship with the National Program (resources)?		——															
I.C.2. To provide for the continuation of program resources and the development of procedures for regular recruitment to the Cuyahoga Community College Explorers post.													• 2 hrs Asst. Dean, General Education				
(a) Conduct meeting to expedite Center Rep proposal.	——												• 1 hr, Dean, Instru				

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(b) With Boy Scouts, promote fall program.		⊢	⊢										• 6 hours, Staff Assistant				
(c) Begin program on campus by October 1, 1979.			⊢	⊢									• 1 EQU Theatre Arts Faculty Assignment per quarter				
(d) Evaluate program and determine continuation arrangements by April 30, 1980.										⊢	⊢						

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II. TO DEVELOP AND IMPLEMENT PROCESSES FOR THE CENTER FOR URBAN-METROPOLITAN DEVELOPMENT PROGRAM PLANNING AND EVALUATION AND FOR FACULTY DEVELOPMENT.																	
II.A. To develop processes for identifying and initiating new CUMD programs.																	
II.A.1. To develop a rationale and plan for CUMD to carry out public policy analysis and the dissemination of policy analysis.																	
(a) Through a set of meetings, identify ways of cooperating with 1) CSU; and 2) Federation for Community Planning by November 30, 1979.			|—	—	—|								2 hours, Dean				
(b) Identify other community organizations and means for cooperation through individual contacts by December 15, 1979.			|—	—	—	—|											
(c) Specify outcomes for the public policy area by Feb. 28, 1980.							|—	—	—|								
(d) Specify processes for achieving public policy outcomes by March 15, 1980.									|—	—|			2 hours, Dean				
(e) Identify resources needed to implement the plan by March 15th.									|—	—|			2 hrs Dean's Counc				
(f) Prepare written plan for discussion by May 1, 1980.										|—	—|		2 hrs Pres. Cabine				
(g) Obtain concensus by June 15, 1980.											|—	—|	2 hrs Chancellor's Cabinet				
II.A.2. To develop a systematic process for identifying issues upon which extended program development will be based.																	
(a) Analyze manner in which past issues have been identified by March 30, 1980.								|—	—	—|			2 hours, Dean				
(b) Place issue on agenda of spring meeting of College and Community Planning Councils to CUMD.											|—	—|	1 hr Dean's Counc.				
(c) Prepare written recommendations for staff (and cabinet) discussion and adoption by May 30, 1980.												|—	—|	1 hr Pres. Cabinet				
(d) Prepare final statement of process by June 30, 1980.													|—				
II.A.3. To develop working relationships and cooperative programs with the Neighborhood Centers Association as a model for cooperative programming.																	

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
(a) Contact Department of Early Childhood for discussion of co-operation by September 30, 1979.													• 1 hour Early Childhood Faculty • 3 hrs. NCA personnel				
(b) Discuss with NCA Day Care Coordinator possible resources for training by September 15, 1970.																	
(c) Call planning meeting for para-professional training by October 15, 1979																	
(d) Obtain funds or free instructional personnel by Oct. 30, 1979.													• 8 hours Early Childhood Faculty				
(e) Begin first program by November 15, 1979.																	
(f) Evaluate workshop and set dates for additional programs by December 30, 1979.																	
(g) Contact Spencer Wells to plan workshops on land use by Aug. 15.													• 12 hrs NED staff				
(h) Implement three workshops in cooperation with NED.																	
(i) Write evaluative report with plan for continuation of the programs by May 30, 1980.																	
II.A.4. To field test a Credit for Community Learning process.																	
(a) Identify ten agencies and organizations with potential for awarding CCC credit from previous contacts.													• 1 EQU per quarter of two different faculty members (Total 2 EQU/qtr.)				
(b) Meet with evaluating faculty members to establish criteria and processes for awarding credit by October 20, 1979.																	
(c) Evaluate four community-based courses as part of a field test by April 15, 1980.																	
(d) Prepare a draft procedure for awarding CCC credit for Community Learning to be used in College-wide discussions by May 5,1980.																	
II.B. To provide opportunities for faculty members to participate in, and to improve their effectiveness in, community-based education.																	
II.B.1. To assist the Dean in developing a process for faculty consideration and understanding of the role of urban community-based educators.																	
(a) Initiate a series of meetings with faculty members on special assignments to the Center to discuss roles and needs by October 15, 1979.																	

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(b) Provide consultation time for faculty members with Aquinas College faculty who have developed community roles by November 30, 1979.			|—	—	—|											
II.B.2. To work directly with four to six CCC full-time faculty members in community-based assignments during 1979-80.																	
(a) Define the tasks for which faculty are needed by Aug. 15, 1979.	|—	—|											• 2 hours, Dean				
(b) Identify faculty for the particular assignments from the CUMD pool by September 15, 1979.		|—	—|														
(c) Establish objectives with individual faculty members by Oct. 1. and by second week of each succeeding quarter.			|—	—|		|—	—|		|—	—|		• 1 hour IFTE				
II.B.3. To have five faculty members develop a course-related student activity which meets a community need or deals with a community concern.																	
(a) Write relevant questions for Dean's fall survey to identify interested faculty members by August 5, 1979.	|—	—|											• 3 hrs, five faculty members				
(b) Meet with faculty members to arrange links with relevant community groups.			|—	—	—|	|—	—	—|	|—	—	—|		• 12 hours, Staff Assistant				
(c) Keep records of community activities undertaken through courses by semi-quarterly interviews with faculty.																	
(d) Prepare report and recommendations for further development of community-based activity in campus courses by April 30, 1980.																	

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Center for Urban Metropolitan Development
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Budget Year 1980

Functional Area JOB SKILLS AND SMALL BUSINESS DEVELOPMENT

Prepared by Ken H. Guy, Director

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I. TO PROVIDE AN ONGOING AND EXPANDED EDUCATIONAL PROGRAM TO SMALL BUSINESSES IN THE SERVICE AREA INCLUDING CREDIT AND NON CREDIT COURSES																	
I.A. To maintain and expand the "Women in Business" program to serve a minimum of 100 persons 5/30/80.													• 3 EQU's each quarter				
I.A.1. To implement the 1980 program with an orientation program by 9/15/80.																	
(a) Meet with A. Shateen, L. White, and R. Rohfeld. 7/20/79													•2hrs (all 3)at one time				
(b) Survey '79 students 9/15/79																	
I.A.2. To develop a schedule, brochure, and implement a publicity program for the fall, winter and spring program.																	
(a) Meet with College Relations 8/20/79																	
(b) Meet with scheduling 8/30/79													•2 hrs. A&R personnel				
(c) Meet with Dean, Teachers 9/20/79																	
(d) Organize and schedule registrations 10/31/79																	
I.A.3. To implement a program for the network of Women Business Owners 2/1/80																	
(a) Survey 5-79 class for ideas at a special program meeting 11/30/79																	
(b) Solicit ideas from Teachers, Administrators 11/30/79													•2 hour Dean				
(c) Select best alternative using cost benefit analysis 12/20/79													•2 hour EQU Faculty assignment				
(d) Produce recommendations for implementation 1/30/80																	
(e) Initiate program by March 1, 1980																	
I.A.4. To develop and implement with COSE a series of seminars for Women Businesspersons. 3/30/80																	
(a) Meet with Director, WomenFocus for communication and exploration of resources													•1 Hour WomenFocus Dir.				
(b) Meet with Director of COSE and get support 11/15/79													•6 hours staff Asst.				
(c) Develop outline and schedule faculty 1/15/80													•2 hours Dean				
(d) Publicize, recruit and register 2/15/80													•5 EQU Faculty assign				
(e) Confirm faculty arrangements 3/15/80													•4 hours A.&R. staff				

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(f) Conduct program																	
(g) Provide report, including costs, numbers of students, impact, 6/30/78.													•4 hours P.R. staff				
I.B. To implement a program which addresses the needs of small businesses in the service area, and which addresses the need(s) through educational activities for groups (classes)																	
I.B.1. To determine the needs of small businesses in the area, in priority order 11/1/79													•4 hours staff asst.				
(a) Design a survey instrument 9/15/79													• Institutional Research (Present Adv. Committee)				
(b) Conduct survey and tabulate results 10/15/79													•2 hours computer sort				
(c) Convene a meeting with selected Small businesses to share results and solicit input													•4 hours Dean				
I.B.2. To design a program to meet the educational needs of small businesses 12/30/79													•2 hours, Dean				
(a) Convene a meeting with Business Administration unit faculty 1/30/80													•2 hours each of 10 faculty				
(b) Draft a plan and gain support of Business Administration Faculty 2/15/80																	
(c) Convene a meeting with Economic and Community Development personnel to share plan and solicit support 3/15/80													•2 hours, meeting room for 30, coffee and refreshment				
I.C. To conduct a Small Business Improvement Program, consisting of short courses and seminars addressing four categories of business needs (identified in I.B.1.) and employing full time faculty by June 30.																	
(a) Recommend the employment of four faculty to design and conduct four separate courses (programs) and/or seminars 3/1/80													•4 faculty, 5 EQU'S each				
(b) Confirm instructional objectives with individual faculty members 3/15/80													•4 hours, Dean				
(c) Conduct courses 6/30/80																	
I.C.2. To implement a process to regularly solicit input and advice of small business owners and and managers 2/28/80																	

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Budget Year 1980

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(a) Convene a meeting of representatives of selected small businesses 12/30/80						———							•Meeting room for 50 food and refreshment				
(b) Create an advisory committee on the educational needs of small businesses 1/30/80							———						•2hours, Dean meeting room for 15 food and refreshments				
(c) Review present committee structures.																	
I.C.3. To implement a publicity program to build enrollments in the Small Business program													•$1000.00 brochures, mailings, etc.				
(a) Review existing College marketing, public relation strategies 1/30/80						———	———						•2 hours, District and Campus P.R.personnel				
(b) Have drafted a public relations program including brochures, newspaper and other media 3/30/80							———	———	———				•2 hours staff asst.				
II. MAINTAIN AND EXPAND EXISTING, AND DEVELOP, IMPLEMENT, AND EVALUATE ADDITIONAL, JOB SKILL TRAINING PROGRAMS TO PROVIDE TRAINING FOR UNEMPLOYED, UNDEREMPLOYED, AND DISPLACED WORKERS SEEKING FULL TIME EMPLOYMENT AND ACHIEVE A 75% SUCCESSFUL COMPLETION RATE.																	
II.A. To develop a list of job skill shortage areas, compatable with existing College programs 9/30/79																	
II.A.1. To compile DOL and other manpower reports and analyze for program potential 9/30/79.																	
(a) Meet with OBES Research personnel to obtain data 9/20/79		———	———														
(b) Meet with Career Planning and Placement personnel 9/20/79		———	———										•2 hours, Career Planning and Placement				
(c) Analyze data 9/30/79			———	———													
(d) Prepare list 9/30/79			———														
II.A.2. To develop three non credit (or credit) courses or programs in the job skills area 11/30/79.																	
(a) Select (identify) three faculty to develop and teach courses 10/30/79				———	———								•3 faculty, 4 EQU'S each				
(b) Establish work goals with faculty 10/30/79				———													
II.B. To implement at least three job-training programs with career Placement support.																	

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Budget Year 1980

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II.B.1. To conduct and supervise three courses or programs in the job skills area.																	
(a) Design a publicity program for the job skills area 11/30/79					├								◇2 hours, P.R. person				
(b) Meet with College relations persons 11/15/79					├								◇2 hours, staff asst.				
(c) Publicize the programs 12/30/79						├											
(d) Conduct the programs 6/30/79						├	─	─	─	─	─	┤					
II.B.2. To develop a cooperative, working relationship with Career Planning and Placement.																	
(a) Convene a meeting with C.P & P. persons 11/30/79						├							◇2 hours, 4 persons				
(b) Establish a schedule for testing and placement of students 11/30/79						├							(Career Planning & Placement Counselor)				
II.C. To provide an ongoing and expanded program of adult education (specifically adult basic education and general education development) for persons in the service area.													◇2 hours, Meeting-Room 15, refreshments				
II.C.1. To develop a long-range and short-range plan for adult basic education efforts by October 15, 1979.																	
(a) Solicit names of people from colleagues 9/1/79			├														
(b) Select a date and schedule facilities 9/1/79			├	─	┤								◇2 hours, Dean's Council				
(c) Send out invitations 9/1/79			├	─	┤												
(d) Convene task force			├	─	┤												
(e) Review recommendations of task force and develop draft of program expansion efforts 11/30/79			├	─	─	─	─	─	─	─	─	┤	◇2 hours staff asst.				
II.C.2. To double the past year's enrollment in GED preparation and testing (approx. 500 GED classes, 350 tests)													◇20 faculty, 2 EQU'S each				
(a) Design publicity program in coordination with College Relations and the Board of Education Personnel, 8/15/79.			├	─	─	┤							◇2 hours, CR person				
(b) Schedule registration			├	─	┤								◇10 hours A&R personnel				
(c) Arrange for instruction and confirm objectives with faculty			├	─	┤												
(d) Monitor registration				├	─	─	─	─	─	─	─	┤	◇3 hours business office				

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area HEIGHBORHOOD EDUCATIONAL DEVELOPMENT

Prepared by Brian Donnelly, Dean and Mr. Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J A S O N D J F M A M J	Additional Resources	Phase Q1 Q2 Q3 Q4
I. TO FURTHER DEVELOP AND IMPLEMENT THE COMMUNITY RESOURCE CENTER MODEL (NATIONAL DEMONSTRATION) PROGRAM AS A VEHICLE FOR EFFECTIVELY LINKING COLLEGE RESOURCES TO THE NEIGHBORHOOD DEVELOPMENT PROCESS IN THE WEST CENTRAL AND NEAR WEST SIDE NEIGHBORHOODS. THE BASIC ELEMENTS IN THE NATIONAL DEMONSTRATION PROGRAM ARE DEFINED AS INFORMATION NETWORKING, DIALOGUE, AND COALITION-BUILDING WHILE EMPHASIZING YOUTH LEADERSHIP DEVELOPMENT ACTIVITY. DIMENSIONS BEING EMPHASIZED IN THE CUYAHOGA COMMUNITY COLLEGE APPROACH INDLUDE FACULTY IN TECHNICAL ASSISTANCE ROLES (a la THE "SKILLS BANK") AND FACULTY IN THE "URBAN EXTENSION AGENT" ROLE.			
I.A. To continue the implementation of the Community Resource Center model in the West Central area by continued program development and support activities.			
I.A.1. To continue the development of programs that improve Dialogue in the West Central area by offering a series of (4) forums or seminars on campus and/or at neighborhood sites (addressed to the issues of quality education, political action, housing and community participation) by June 30, 1980.		&Instructional Personnel	
(a) Conduct meetings with the Planning Council to set broad goals and objectives.	S O	&Planning Council (4 hours).	
(b) Meet with other publics to specify needs and processes	O N		
(c) Identify resources and implement first forums.	O N		
(d) Develop plans for the next forums.	N D		
I.A.2 To improve dialogue by offering a non-credit course at a community site for a minimum of twenty organizations and community leaders to improve the art of dialogue through better communication skills, human relations, and shared decision-making by February 10, 1980.	F	& Instructor & Site	
(a) Select the site and establish time parameters 9-30-79	O		
(b) Identify Faculty	D		
(c) Publicize the offering	D J		
(d) Assure attendance by having agency involvement in planning.	O N		

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area NEIGHBORHOOD EDUCATIONAL DEVELOPMENT

Prepared by Brian Donnelly, Dean and Mr. Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I.A.3 To improve the Information Network in the West Central area by continuing the publication of "The Informer", a newsletter distributed to 191 community organizations.		⊢	⊢	⊢	⊢	⊢	⊢	⊢	⊢	⊢	⊢	⊢	• Agency information return each month				
(a) Collect information from each agency and other sources													• Support staff assistance to compile The Informer				
1. Send forms with the newsletter to agencies																	
2. Solicit information by the telephone																	
3. Use newspaper announcements																	
(b) Publish The Informer the 1st Monday of each month																	
(c) Develop and maintain information about each agency and compile relevant information by January 30, 1980						⊢	⊢										
1. List agency or organization heads						⊢	⊢										
2. State function of the organization						⊢	⊢						• Support Staff time Time to edit				
3. List names of key people and organizational resources						⊢	⊢										
(d) Visit agencies and discuss neighborhood issues and needs.						⊢	⊢	⊢	⊢	⊢	⊢	⊢					
1. Systematically visit agencies																	
2. Use cluster visits to meet more people and conserve time																	
I.A.4 To continue the development of Coalitions among community groups to affect coordinated planning that will address the interests of the community																	
(a) Schedule a meeting of all community representatives for November, January, March and May (1979-1980).					⊢		⊢		⊢		⊢		• Involved community participants (minimum of 30 persons, 6 hours each.)				
1. Planning Council will make a general report																	
2. New interests will be identified.																	
3. Direction will be given to the Planning Council																	
(b) Schedule a meeting of the Planning Council two weeks before each meeting of the community.																	
1. complete activities																	
2. proposed activities for representatives consideration																	
3. program development before the meeting																	
4. generally assess progress and direction																	
I.B. To begin the development of the CRC model in the Near West Side by establishing initial relationships and expanding upon program involvement pertinent to the citizens of the neighborhood.																	

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

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Prepared by Brian Donnelly, Dean and Mr. Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I.B.1. To develop and implement the educational site program effort in the Near West Side with four selected cooperating agencies by January 10, 1980.																	
(a) Identify a part-time Spanish-speaking site coordinator (developer) by October 1, 1979.				H													
(b) Begin relationship-building efforts through student service related information for Spanish-speaking students in particular by October 7, 1979.				H													
(c) Develop list of likely credit and non-credit course offerings for the Near West Side site program by November 15, 1979.					H								• 2 hours Dean, CUMD 2 hours Dir. NED 2 hours Dean, LLI				
(d) Arrange preliminary program offerings for Winter Quarter with cooperating agency heads by November 15, 1979					H								• Coordinator				
(e) Prepare appropriate fliers for each program site by December 7, 1979.						H							• 2 hours Staff Asst. • Coordinator				
I.B.2. To examine the information-networking needs and coalition building support in the Near West Side and develop a plan for Center involvement based on community participation by April 1, 1980.																	
(a) Identify and convene a preliminary Near West Side/CRC Planning Council based on Site program participation by March 1, 1980.								H	H				• Coordinator support • 3 hours Committee				
(b) Develop a concept paper for the use of an insert in the student newspaper as a possible vehicle for Neighborhood News (student and Neighborhood distribution) with student and neighborhood involvement (to include credit, work-study, journalism, etc.) by December 1, 1979					H	H							• Student time • Journalism Faculty • Neighborhood involvement				
(c) Examine the feasability of the student newspaper developing a single page insert into the student newspaper for Neighborhood news by January 1, 1980.						H	H						• 2 hours Dean • 2 hours Editor and Faculty				
(d) Implement in at least a support or catalytic role an information network for the Near West Side Program by April 15, 1980									H	H			• Coordinator time				
(e) Identify the appropriate role for the Center in support of Coalition-Building efforts with support of the Churches (e.g., St. Philips) by March 1, 1980								H	H				• Coordinator assistance. (2 hours)				
I.B.3. To develop a Dialogue Program in the Near West Side (which builds onthe legitimate, established educational role of the college in implementing the "Site" Program) which will include a minimum of instruc-													• Near West Side Coordinator				

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area NEIGHBORHOOD EDUCATIONAL DEVELOPMENT

Prepared by Dr. Brian Donnelly, Dean and Mr. Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
tional program (credit or non-credit) at each of four different sites in the Winter term and a minimum of six (6) instructional programs at a minimum of four (4) different sites in the Spring term.																	
(a) See I.B.1. above for initial implementation as related to relationship-building.													• Program Developer 25 hours.				
(b) Develop confirmation of four (4) cooperating sites for Spring Quarter Program implementation by February 1, 1980								⊢					• 10 hours Program development • Site coordinator				
(c) Confirm six (6) instructors and instructional programs by February 10, 1980 for the Spring Quarter program.								⊢					• 2 hours Dean • 2 hours				
(d) To develop a written annual plan for the 1980-81 Near West Side site programs with completed agency agreements by June 1, 1980 (including a minimum of five (5) different locations for a minimum of 15 different educational programs per term).												⊢	• 20 hours Site Coordinator				
I.B.4. To identify and orient a Faculty/Urban Extension Agent for the Near West Side by June 1, 1980.																	
(a) Develop a Baseline data picture of the Near West Side Neighborhood for purposes of CRC involvement by December 1, 1979.					⊢	⊢							• Asst.by the Co-ordinator • Asst. by outside Agencies such as the Fed. for Com. Planning.				
(b) Define the specific position and responsibilities (consistent with the objectives of the Dean, CUMD who will be recommending a college process) of the Near West Side Urban Extension Agent who will give overall direction to the college CRC efforts in the Near West Side by March 15, 1980.									⊢				• 4 hours Dean, CUMD				
(c) Announce and advertise the position through the Dean for indications of Faculty interest by April 15, 1970										⊢			• HRPD 2 hours • 2 hours Dean				
(d) Recommend a selection process to the Dean by April 15, 1980										⊢							
(e) Recommend a candidate to the Dean by June 1, 1980.												⊢					
I.B.5. To begin a Faculty/Technical Assistance Program in the Near West Side by June 30, 1980.												⊢					
(a) Identify potential neighborhood efforts in need of special support in order to enhance opportunity for success by April													• Planning Council 2 hours				

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Budget Year 1980

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30, 1980.										⊢							
(b) Select two areas of need for support in which the talent of selected Faculty may be used as Technical Assistants by May 15, 1980.											⊢		• 2 hrs. Dean 5 hrs. selected Faculty				
(c) Recommend a preliminary working agreement for the Technical Assistance effort by May 30, 1980.											⊢		• T.A.system assumed in operation				
I.C. To develop and implement a youth development program composed of two components: A summer Recreation Supervisors Program and a Youth Institute.	⊢		⊢										• 1 hr. Dean				
I.C.1. To coordinate the design and implementation of a multi-functional summer recreation plan for youth of the West Central Area and other selected groups with 20 participating agencies (and through working with them further build and strengthen coalitions).	⊢			⊢			⊢			⊢			• 10 weeks Coordinator, Community Recreation • Faculty and Staff to implement the program.				
(a) Write to agencies and invite participation.							⊢			⊢							
(b) Attend meetings of agencies regarding Summer Programs.																	
1. answer inquiries																	
2. present guidelines																	
3. obtain visibility																	
4. facilitate communication																	
5. distribute scheduling sheets																	
I.C.2. To evaluate the 1979 program and develop a specific plan for 1980 by November 15, 1979.			⊢		⊢								• 4 hours Dean • 4 hours, Dir.Phys. Ed.				
(a) Determine financial resources available/needed.																	
(b) Determine human resources available/needed																	
1. agency personnel																	
2. work-study student																	
(c) Determine facilities available													• 8 hours, Coordinator Community Rec.				
1. Inventory student usage																	
2. get commitments for usage																	
I.C.3. To develop the instructional plan and content for agency personnel and youth supervisors by April 1, 1980									⊢	⊢			• 2 hours Dir. Phys. Ed.				

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Budget Year 1980

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(a) Develop schedule of task completions with instructor by February 1, 1980							⊢⊣										
(b) Provide resources needed to develop the plan													• 20 hours Faculty				
1. determine financial resources needed.																	
2. determine personnel needs																	
(c) Develop behavioral goals and objectives																	
(d) Develop course content																	
(e) Develop evaluative criteria																	
(f) Complete organizational criteria																	
I.C.4. To develop a supervisory plan to maximize facility usage by January 30, 1980 for 1980.	⊢	⊣				⊢	⊣						• 4 hours, Dir. Phys. Ed.				
(a) Attempt to schedule each facility to capacity																	
(b) Develop scheme for staff utilization													• 1 hr. Dean, CUMD				
(c) Provide adequate personnel																	
I.C.5. To evaluate the 1979 Program with agency personnel involvement by November 1, 1979				⊢	⊣												
(a) Get agency input in the examination of the instrument													• 2 hrs. Dir. Phys. Ed. and Coord. Com. Rec.				
(b) Set mid-term and final evaluation dates.																	
(c) Develop evaluative criteria	⊢	⊣															
I.C.6. To design a leadership program for the area's youth between the ages of 17 and 24 that develops skills and awareness in the area of career selection, leadership skills, human relations, and decision making before January 10, 1980 that will attract 150 youth to the Metro Campus as of March 20, 1980							⊢⊣		⊢⊣								
(a) Identify cooperating schools and agencies by Jusnuary 10, 1980					⊢	⊣							• 20 hrs. Program Coordinator				
(b) Present basic information about career clusters and invite discussion.					⊢	⊣							• 10 hrs. Career Counselor				
(c) Use a job preference inventory to identify areas of interest													• Career Counselor				
(d) Design program plan with College Task Force by January 10,1980.													• 20 hrs. Other Fac.				
I.D. To provide direction and recommendations(to the Dean)of policy and procedure for the organizational development and support of the CRC model in order that its effectiveness will be enhanced in the College.																	

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I.D.1. To maintain clear reporting systems through the Dean with the National Self-Help Resource Center on a monthly, semi-annual and annual basis.													◊ NS-HRC Assistance 10 hours				
(a) Present and review a final copy of the monthly CRC report to Dean on the last day of each month.													• 2 hours, Dean • Support				
(b) Forward a monthly report to the NS-HRS through the Dean by the 5th of each month.																	
(c) Prepare a semi-annual and annual report based on the implementation plan by January 15 and July 15 of each year.																	
(d) Maintain an updated record (budget) of all program costs and incomes for site and CRC programs.													• 2 hours/week Support Staff				
I.D.2. To make effective use of the NS-HRC Consultant time by specifically planning (annual and day agendae) the 18 consultant days per year and the visit of the Kellogg Foundation Program Officer in line with goal and objective outcomes for the CRC.																	
(a) Develop an annual consultant Plan with tentative Agenda by September 10, 1979 as follows (including days from FY '79).													◊ 32 Consulting Days from NS-HRC				
1. Sept. 1979 Skills Bank Assistance 4 days																	
2. Oct. 1979 CCC/CUMD CRC Personnel Development 4 days																	
3. Dec. 1979 College Personnel Information Networking Training/Workshop 4 days																	
4. Dec. 1979 College Organizational Development/Commitments (Faculty roles) 4 days																	
5. Feb. 1980 Information Network System Development 4 days																	
6. April 1980 Faculty Training Workshop 4 days																	
7. May, 1980 Evaluation and Planning of CRC 4 days																	
8. June 1980 Urban Coalitions Conference 4 days																	
(b) Plan for the Professional Development program at off-campus out-of-state locations in October, 1979 and April, 1980 by September 15, 1979		⊢	⊣														
(c) Develop the daily agendas for consultant visits with indications of persons to be involved and various letters and invitations prepared 3 -4 weeks prior to visit													◊ 15 hrs. Support Staff				

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40

Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

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Prepared by Brian Donnelly, Dean and Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
I.D.3. To develop and recommend to the Dean the specific roles of Faculty as Urban Extension Agents for the West Central Area and for the Near West Side in order to begin those positions in January, 1980 and July, 1980 respectively.	⊢	⊣										⊢ ⊣					
(a) Prepare specific job description and recommend to the Dean																	
(b) Tentatively identify several potential faculty for the Urban extension agent role by December 1, 1979 and June 1, 1980.						⊢	—	⊣				⊢ ⊣	• 10 hrs. Faculty time				
(c) Work with the Dean to orient the selected Faculty members by December 31, 1979 and June 30, 1980.						⊢	⊣					⊢ ⊣					
I.D.4. To assist in the development of the Faculty Skills Bank for the implementation of 10 Technical Assistance efforts through the CUMD with community groups by June 30, 1980.											⊢	⊣					
(a) Work with consultants CUMD staff in preliminary system development by September 30, 1979			⊢	⊣									• 4 days Consultant time.				
(b) Recommend to the Dean an application form for Neighborhood group use of Technical Assistance by October 15, 1979.				⊢	⊣								• 1 hour, Dean • Skills Bank "In Place"				
(c) Assist selected neighborhood groups from the W. Central and Near West Side to complete a total of 10 applications by March 30, 1980									⊢	⊣			• Application & neighborhood groups				
(d) Recommend four (4) applications for Technical Assistance													• Faculty Time				

KEY: ⊢⊣ duration of activity, ^ on time, + ahead of schedule, - behind schedule, C - Complete

41

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Center for Urban Metropolitan Development
Planning and Implementation Form
Budget Year 1980

Functional Area NEIGHBORHOOD EDUCATIONAL DEVELOPMENT

Prepared by Brian Donnelly, Dean and Mr. Daniel W. Purnell

Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
II. TO DEVELOP AND IMPLEMENT A SYSTEMATIC NEIGHBORHOOD PROGRAM AT CO-OPERATING AGENCY AND CHURCH SITES IN ORDER TO PROVIDE ACCESSIBLE EDUCATION FOR INDIVIDUAL AND COMMUNITY DEVELOPMENT.								—	—								
II.A. To implement a minimum of 20 different (credit and non-credit) courses at a minimum of 15 different sites by June 30, 1980.												|—					
II.A.1. To identify a core curriculum and instructors by October 30, 1979 in cooperation with the Dean.			|—	——									• 2 hrs., Dean • 2 hrs. LLI Personnel				
(a) Review catalogue and LLI offerings by October 1, 1979.			|										• Planning Committee				
(b) Elicit recommendations from selected individuals (informally) by October 10, 1979.				|													
(c) Prepare a written document for use with agencies by October 20, 1979				|									• 1 hr. Dean				
II.A.2 To identify a set of 15 agencies (including several in the West Central Area and the Near West Side; see related objectives) who will cooperate in educational program offerings by June 30, 1980												|—					
(a) Identify existing "site" procedures by October 10, 1979.			|										• 2 hrs. LLI				
(b) Develop additional procedures and recommend to the Dean, CUMD by October 17, 1979.				|									• 2 hrs. Dean, CUMD				
(c) Develop site agreement form for cooperating programs with 5 agencies for the Winter Quarter by November 15, 1979					|								• 10 hrs. Site Coord.				
(d) Implement a minimum of five (5) programs at five (5) neighborhood sites for the Winter term													• Instructional Personnel • Marketing Coorp. of Agencies				
(e) Implement a minimum of 15 programs (including 10 at new sites for the Spring Quarter.)													• 120 hrs. Site Coord.				
(f) Develop and deliver fliers for each individual site at least three weeks before program implementation													• Staff Assistance				
II.B. To develop a specific program plan for the 1980-81 Neighborhood site program by June 10, 1980.											|—						
II.B.1. To identify a minimum of 15 different cooperating agencies who will provide space and market programs with their constituents during																	

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Goals, Objectives, Activities	Activity Implementation Schedule J	A	S	O	N	D	J	F	M	A	M	J	Additional Resources	Phase Q1	Q2	Q3	Q4
1980-81 by May 15, 1980.										⊢	⊣						
(a) Negotiate individual agreements with agency heads with a signed agreement for the program plan for 1980-81 by May 1, 1980.										⊢	⊣						
(b) Outline a total curriculum listing of a minimum of 60 projected offerings according to site by May 1, 1980										⊢	⊣						
II.B.2 To develop and implement an approach to the student support service effort to counsel and advise neighborhood site students by May 30, 1980										⊢		⊣					
(a) Develop an on-campus program day for all Neighborhood site students by May 15, 1980										⊢	⊣						
(b) Arrange for special recruitment or academic counselor sessions with neighborhood site students by May 15, 1980										⊢	⊣						
II.B.3 To develop a constituency educational needs analysis approach to be used in cooperation with the agency or Church head by May 15, 1980 and implement at two (2) different agencies on a field test basis by June 15, 1980.											⊢	⊣					
(a) Develop a selected planning committee including selected agency and college personnel by April 1, 1980									⊢	⊣			• CCC Institutional Research Prof.				
(b) Outline an approach to the educational needs analysis effort and recommend to the Dean by April 1, 1980									⊢	⊣			• 2 hours, Dean				
(c) Select field test site and implement by June 1, 1980											⊢	⊣	• 2 Cooperating Agencies				
(d) Modify and present written report on the educational needs analysis approach for agencies by June 15, 1980											⊢	⊣	• 10 hrs. Site Coordinator.				

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